

# Retention and Classification Report

**Agency:** District Court (Sixth District : Sevier County) (1695)  
895 East 300 North  
Richfield, UT 84701  
435-896-8047

## Records Officer

17547	Blotter
06945	Criminal case files
83401	Orders
06941	Probate case files
18224	Registers of actions

**AGENCY:** District Court (Sixth District : Sevier County)

**SERIES:** 17547

3

**TITLE:** Blotter

**DATES:** 1902-1906

**ARRANGEMENT:**

**DESCRIPTION:**

This district court blotter contains divorce cases, probated estates, short hand records, guardianships and insanity cases for the period 1902-1906 for Sevier County District Court.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

**APPROVED:** 09/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** District Court (Sixth District : Sevier County)

**SERIES:** 17547

**TITLE:** Blotter

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** District Court (Sixth District : Sevier County)

**SERIES:** 6945

3

**TITLE:** Criminal case files

**DATES:** ca. 1943 -

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Historical Legal

Disposition is based on the historical and legal primacy of court case files.

**AGENCY:** District Court (Sixth District : Sevier County)

**SERIES:** 6945

**TITLE:** Criminal case files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** District Court (Sixth District : Sevier County)

**SERIES:** 83401

1

**TITLE:** Orders

**DATES:** 1988-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 months and then file in case file.  
provided microfilmed.

Microfilm master: Retain in State Archives permanently with  
authority to weed.

Microfilm duplicate: Retain in State Archives permanently with  
authority to weed.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** District Court (Sixth District : Sevier County)

**SERIES:** 6941

3

**TITLE:** Probate case files

**DATES:** ca. 1865-

**ARRANGEMENT:** Numerical by case number.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Case files involving the estates of deceased persons and the guardianship of minors and the incompetent. Adoptions, incorporations or dissolutions (turn of the century) and name changes might also appear. Cases begun in the Sevier County Probate Court were transferred to the probate division of the Sixth District in and for Sevier County when all county probate courts were abolished at statehood.

**RETENTION:**

Retain until microfilmed.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**APPROVED:** 11/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** District Court (Sixth District : Sevier County)

**SERIES:** 6941

**TITLE:** Probate case files

(continued)

**APPRAISAL:**

Historical

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Exempt. This series contains adoption case files, which are restricted for 100 years.



**AGENCY:** District Court (Sixth District : Sevier County)

**SERIES:** 18224

3

**TITLE:** Registers of actions

**DATES:** 1896-1948

**ARRANGEMENT:** Numerical by case number, thereunder chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series started out as a combined register of actions for both civil and criminal case but appears to have later been split into separate series.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently and then microfilm.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

Historic court records provide information about individuals and about legal processes. Civil cases include divorces and ownership issues. Civil judgments may be of longstanding relevance, particularly judgments on water rights issues.

**PRIMARY CLASSIFICATION:**

Public